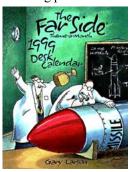
Lab Derivation Presentations

Speeches are different than normal conversation in that you must repeat the main points three times.

- 1. Tell them what you are going to tell them. [discuss main points]
- 2. Tell them. [discuss your main points]
- 3. And then tell them what you told them. [summary main points]

How to make a riveting presentation.



Tips to Control Nervousness

- Practice 4-11 times! This gives you the chance to feel the rhythm of the presentation and correct any difficulties. Practice until it becomes painful.
- Before you speak tighten and release your muscles while you are seated. This gives the extra adrenaline something else to do.
- Think positively about yourself
- Use the power of visualization
- Know that nervousness is not visible to audience
- Don't expect perfection
- Know the room.
- Be at your physical and mental best when speaking.
- Take a few slow deep breaths before starting to speak.
- Work especially hard on your introduction.
- Make eye contact with people in the audience.
- Concentrate on communicating with the audience rather than concentrating on your nervousness.
- Use visual aids to help occupy the attention of the audience.

Why is the way you **deliver** a presentation important??!! Who cares and so what?!

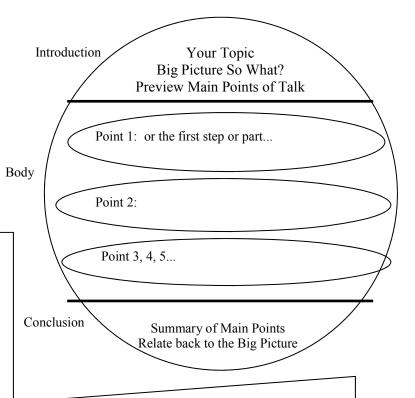
- 1. Delivery is reflection of who you are as a professional, student, engineer, and person?
- 2. You are the face of your organization, in class, YOU.
- 3. How you present reflects how you feel about your audience. Preparation shows how much you care.

Big Picture Tips for the Introduction

- 1. Develop an introduction that tells the audience what you are going to tell them.
- 2. Demonstrate how your content fits into the bigger picture of the lab.
- 3. Perhaps tell them what you think are the coolest or most difficult parts of the lab this shows you are a thinking human with interests, difficulties, and triumphs.

Primary Goal: Is to make the material simple to your specific audience.

Secondary Goal: Appear/be organized and prepared Tertiary Goal: Make the material interesting to your particular audience.



Kira Jones 2006, Oral Communication Instructor KiraSJones@gmail.com
Office Hours: W 9:00-11:00, F 11:00-12:00
and by appointment.